UNIVERSITY OF SOUTHERN CALIFORNIA

Embryologist IV

Job Code: 187035

Grade: 00
OT Eligible: Yes
Comp Approval: 8/5/2015

JOB SUMMARY:
Serves as an independent andrologist/embryologist without supervision. Performs routine diagnostic services and andrological/embryological procedures, as assigned. Serves as a lead providing work guidance, leadership and training for Embryologist I, II and III staff members.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Master’s degree

**Minimum Experience:**

10 years

**Minimum Field of Expertise:**

Master of Science in Biological Science or related field. Technical Supervisor (TS) certificate from American Association of Bioanalyst. Minimum 10 years of experience in IVF procedures or as embryologist in a university/clinical laboratory setting. Thorough knowledge of reproductive biology, male/female reproductive systems, embryology, in-vitro fertilization and cryopreservations. Ability to use and handle equipment in the IVF laboratory. Proficiency in handling embryo and cryopreservation procedures. Demonstrated written and oral communication skills.

**Skills: Administrative:**

Answer telephones
Communicate with others to gather information
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Technical documentation
Understand and apply policies and procedures
Use computerized spreadsheets

**Skills: Other:**

Lead/guidance skills
Teaching/training

**Skills: Laboratory:**

Basic laboratory safety techniques
Equipment maintenance
General laboratory techniques
Maintenance of cultures
Media preparation

**Skills: Machine/Equipment:**

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Microscope
Supervises: Level:

May oversee student, temporary and/or resource workers.
Trains employees on specific skills and tasks as required.

SIGNATURES:

Employee: _________________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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